

**MICHIGAN DEPARTMENT OF TRANSPORTATION
SMALL URBAN PROGRAM INSTRUCTION PACKET
FY-2008 CALL FOR PROJECTS**

Cities and villages located within urban areas that have a population of 5,000 to 50,000 are eligible to receive federal Surface Transportation Program (STP) funds from the Small Urban Program. The Michigan Department of Transportation (MDOT) is asking eligible areas to submit road and transit projects to be considered for funding. This instruction packet will provide the necessary information to request funding from the Small Urban Program.

Eligible Projects

Road and transit projects are eligible for funding under the Small Urban Program. All road projects must be located on the federal-aid highway system, and within the federal urban area boundaries of areas with 5,000 to 50,000 population. Projects must be consistent with regional land use and development plans. Contact the appropriate planning agency (Attachments 3 and 4) in your area to ensure your projects are consistent with the regional land use and development plans.

If you have any questions about what makes a road or street eligible for federal-aid or you need a copy of your federal-aid map, please contact Ms. Susan Berquist, MDOT Transportation Planner, at 517-335-2929.

Transit projects eligible for Federal Transit Administration (FTA) funds are also eligible for STP funding. These include such things as replacement buses and rehabilitation of existing buses, communication equipment, maintenance equipment, operational support equipment and services, items related to services under the American Disability Act, and facility renovations.

The Small Urban Program will continue to fund eligible urban areas on a rotating basis. This provides for an equitable distribution of funds to ensure that all eligible communities can implement meaningful projects. The department intends to continue this practice to the extent that it can within the spirit and intent of the federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) of 2005. To achieve this objective, urban areas may submit a project or projects for up to \$375,000 of STP funds. Each project requires at least a 20 percent local match.

Local Project Selection Committee

The following agencies **must** be included in the local project selection process:

- a) City or village government
- b) Transit provider(s)
- c) County road agency

It is the responsibility of the urban area to contact the transit providers and the county road agency(s) to participate in the project selection committee. A list of eligible small urban areas is attached (Attachment 5). Project proposals will not be considered for funding unless the appropriate agencies are involved in the selection process.

A minimum of one public meeting of the local project selection committee must be held to select projects

and assign priority ranking. Notice of the public meeting must be advertised in a local news publication. Your priority ranking will facilitate selection of the most needed projects statewide. Minutes of the project selection meeting must be submitted with the project proposal as an indication of the participation and consensus building effort. An alternative is to send a letter with a priority listing of projects signed by all members of the project selection group.

If the urban area boundary includes Indian tribal land, it is the responsibility of the selection committee to provide the opportunity for the Indian tribal government to comment on the proposals. Projects will not be funded without evidence that the Indian tribal government has been included in the review process.

Urban Areas within a Metropolitan Planning Organization (MPO) Boundary

All projects submitted that are located within an MPO boundary must be approved by your respective MPO. If a project located within an MPO Boundary is selected for funding it must be included in the MPOs Transportation Improvement Program (TIP). A list of MPOs with small urban areas is attached (Attachment 4).

Project Information Sheet

Once your project(s) has been agreed upon by your selection committee, complete a Project Information Sheet (Attachment 6) for each project proposal. Please make copies of the attached Project Information Sheet to submit more than one project. All projects submitted for any given year, regardless of agency, must be prioritized. For example, if the committee requests four projects, they must be prioritized as 1, 2, 3, 4. You cannot have two number one priorities in one fiscal year. Multiple projects that are submitted and not prioritize will be subject to a lower consideration.

For road projects, submittals should be made for construction costs only. The 20 percent match requirement, design and engineering, and other non-participating costs will be the responsibility of the local requesting agency(s).

For transit projects, please provide a description of the project and an itemized cost estimate. There is also a 20 percent match requirement for transit projects. Please indicate whether the match will be MDOT Bus or local match.

Public Involvement

SAFETEA-LU requires that the public have reasonable opportunity to comment on the projects to be included as part of the State Transportation Improvement Program (STIP). Each small urban area requesting funding is responsible for notifying the citizens of their community of project recommendations prior to submittal to MDOT.

Public involvement is an important part of the STIP development process. If you need assistance in performing the public involvement process for your community, it is recommended that the State Planning and Development Region office be contacted and their assistance requested in this effort. A list of the regional planning agencies is provided in this instruction packet (Attachment 3).

A copy of the public announcement from a local news publication must be submitted with the project proposals. The public announcement should include a project description and proposed cost.

Project Selection

MDOT is responsible for final project selection for the Small Urban Program and administration of the federal aid transportation program. MDOT will evaluate the projects and successful projects will be included in the statewide STIP and the metropolitan TIP, if appropriate. MDOT will notify all small urban areas, county road agencies, and transit agencies with the results of the selection process.

Summary

For your project(s) to be considered for funding, the following information should be submitted to MDOT by **May 1, 2006**:

- 1) Completed Project Information Sheet (Attachment 6) for each project.
- 2) Minutes of the project selection committee meeting and/or a letter of support with the signatures of all members of the project selection group.
- 3) A copy of the public announcement from a local news publication.

Send to:

Nick Perfili, Transportation Planner
Michigan Department of Transportation
Bureau of Transportation Planning
P.O. Box 30050
Lansing, MI 48909

MDOT Assistance

The Statewide Planning Section has responsibility for administering this program. Any questions regarding this information or the Small Urban Program should be directed to Nick Perfili at 517-335-2948 or perfilin@michigan.gov. If you would like an MDOT representative to attend your meeting, please inform us at your earliest convenience.

For transit assistance, you may contact the Bureau of Multi-Modal Transportation's Transportation Services Section at 517-335-2560.

List of Attachments:

Attachment 2	State Planning and Development Regions map
Attachment 3	Regional Planning Agency list
Attachment 4	Metropolitan Planning Organization list
Attachment 5	Small Urban Area list
Attachment 6	Project Information Sheet
Attachment 7	Work Type Codes and Descriptions